## **Missing Child Reporting and Assessment**

When a child in Out-of-Home Care (OHC) has been reported as missing, the National Center for Missing and Exploited Children (NCMEC) should be notified. Furthermore, when the child returns to OHC, an Assessment when a Child or Juvenile is No Longer Missing must be completed. In eWiSACWIS this is accomplished through the Missing Child Reporting and Assessment page.

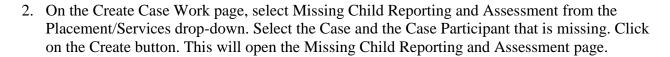
The Missing Child Reporting and Assessment page can be created from the Create Case Work page or from the corresponding Missing from OHC placement.

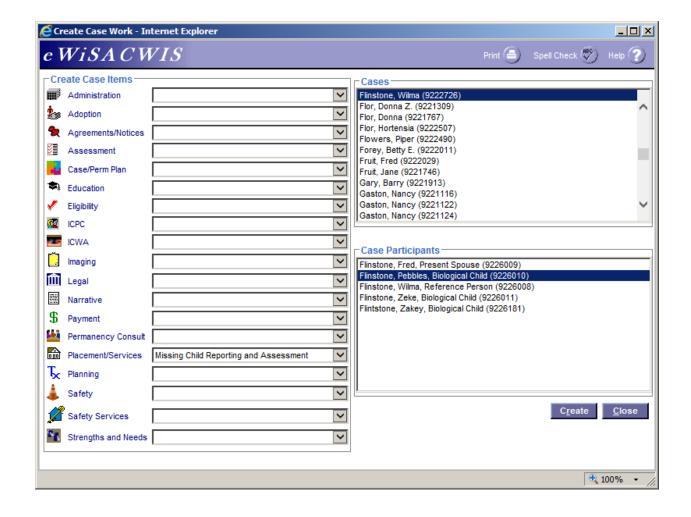
**Note:** The Missing Child Reporting and Assessment page and the report to NCMEC can be entered independent of entering the Missing from OHC placement. This allows the Report of Missing to be sent to NCMEC before the child's placement status has been updated.

## Creating the Missing Child Reporting and Assessment page

To create from Create Case Work:

1. From the desktop, click Create > Case Work or click the Case Work hot button will open the Create Case Work page.

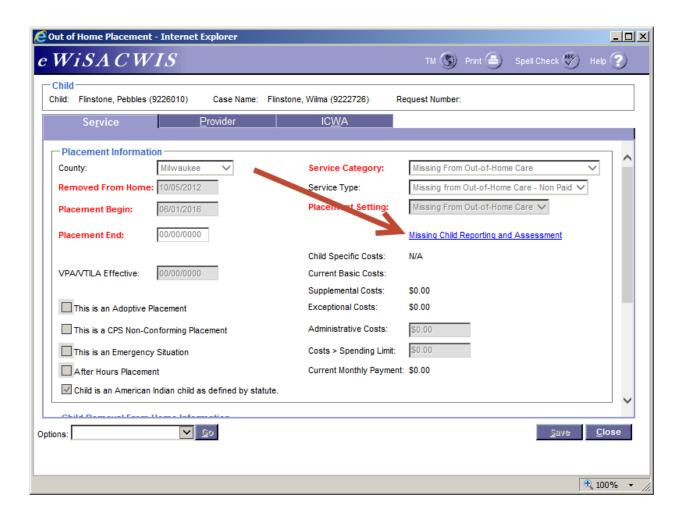




The Missing Child Reporting and Assessment page can also be created and accessed from the placement page.

Once a Missing from OHC placement has been saved, click the Missing Child Reporting and Assessment link on the Service Tab. For information on documenting a Missing from OHC placement, please see the Creating an Out of Home Placement Quick Reference Guide.

**Note:** The Missing Child Reporting and Assessment page will also automatically launch on approval (for both worker and supervisor) of a Missing from OHC placement.



# **Missing Child Reporting and Assessment Page**

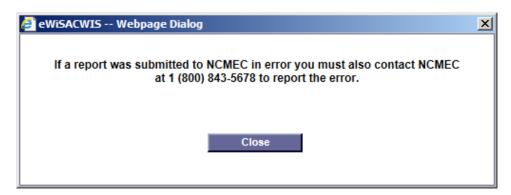
The Missing Child Reporting and Assessment Page is made up of several sections.

A. Basic: This box displays the child name, date of birth and status. The status will give an indicator Missing Child Reporting and Assessment - Internet Explorer e WiSA CWIS Spell Check (\$\frac{\text{RBC}}{\text{C}}) Basic Information Child Name: Flinstone, Pebbles (9226010) DOB: 05/03/2005 Status: Pending Missing From Date and Time last seen: Reported to Agency by: Ourrent Placement Other Street: WI City: City: Zip: United States State/Province: Wisconsin County: Country: Recovered At Date: 00/00/0000 Time: 00:00 AM ○ PM Reported to Agency by: Street: City: Zip: WI City: State/Province: ✓ County: Country: Related Placements Date Type No records found. Report of Missing to the National Center for Missing and Exploited Children (NCMEC) Response/Status  $\mathbf{E}$ No records found. Report of Recovery to the National Center for Missing and Exploited Children (NCMEC) Created Sent Response/Status F No records found. Assessment when a Child or Juvenile is No Longer Missing Status No records found. Made in Error Close Η **100%** 

- of what has been completed so far and will show as Pending, Reported Missing, Recovered Assessment Pending or Complete.
- B. Missing From: This box needs to be completed after a child goes missing from an OHC placement and is used to document the time and place that the child was last seen.
- C. Recovered At: This box needs to be completed after a child returns to care and is used to document the time and place that the child was recovered at.
- D. Related Placements: This box will show any placements documented in eWiSACWIS that fall between the Missing From date and the Recovered At date. Clicking on the placement will open the Placement page.
- E. Report of Missing to NCMEC: This box is used to send a Report of Missing to NCMEC. After the Missing From section has been completed, click the Insert button to insert a new Report of Missing to NCMEC.
- F. Report of Recovery to NCMEC: This box is used to send a Report of Recovery to NCMEC. If an initial Report of Missing to NCMEC had been successfully sent and the Recovered At section has been completed, then click the Insert Button to insert a new Report of Recovery to NCMEC.
- G. Assessment when a Child or Juvenile is No Longer Missing: This box is used to create the Assessment when a Child or Juvenile is No Longer Missing. The Insert button will be enabled after the Missing From and Recovered At sections have been completed.

**Note:** The Assessment can be created regardless of whether or not the child was successfully reported to NCMEC.

H. Made in Error: This checkbox appears after a Report of Missing has been sent to NCMEC. If the report was in fact sent in error, NCMEC will also need to be notified.



#### From the Desktop

After the Missing Child Reporting and Assessment page has been saved, it can be accessed from the Missing from OHC placement as above or from the Outliner under the Missing Child category. Clicking the Missing Child Report link will open the Missing Child Reporting and Assessment page. The Assessment link will display if an Assessment when a Child or Juvenile is No Longer Missing has been approved. Clicking the link will open the assessment directly.

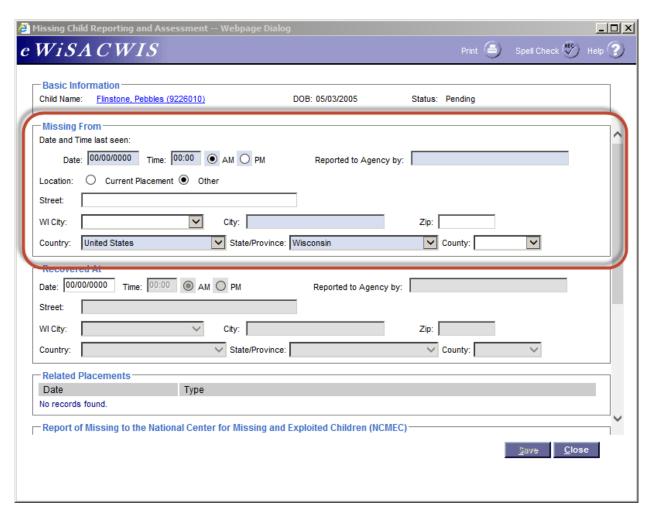


## Reporting a child as missing to NCMEC

From the Missing Child Reporting and Assessment page:

1. Complete the Missing From group box. The date and time the child was last seen, who the report was made by, and the location (City, Country and State at a minimum) that the child went missing from are required.

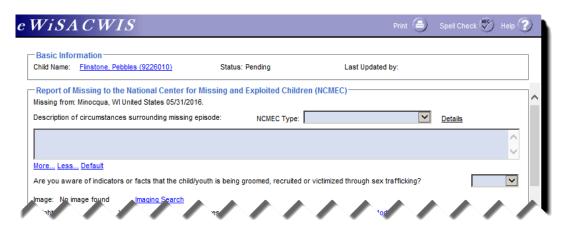
**Note:** Selecting the location as Current Placement will automatically fill in the most recent placement address.



2. Under the Report of Missing to NCMEC group box click the insert button to create the report.

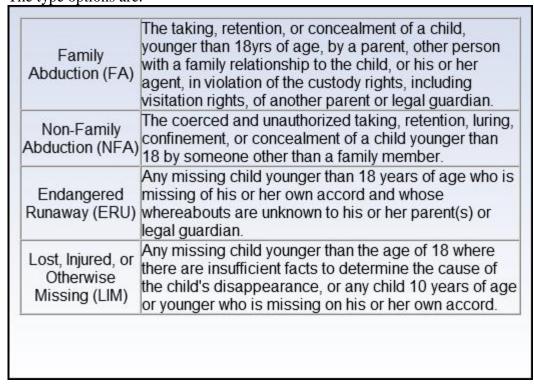


- 3. Complete the Report of Missing Page.
  - a. NCMEC Type, description of circumstances narrative and a question about sex trafficking are required.

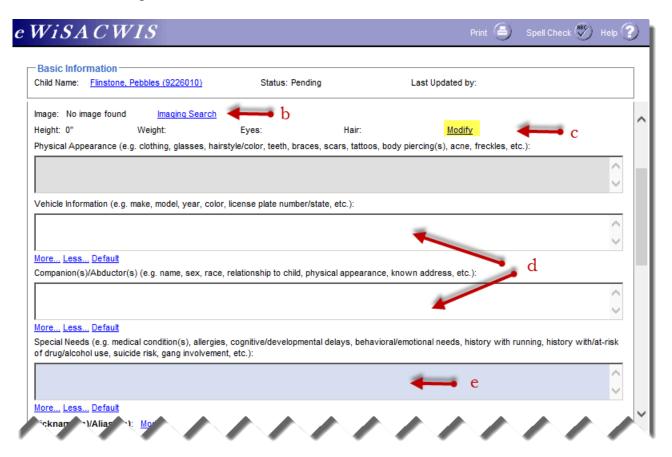


**Note:** In the first part of the narrative for the 'Description of circumstances surrounding missing episode:' indicate if at the time of the report, the child is in either In-Home or an Out-of-Home Placement. This will assist NCMEC is routing to the applicable social worker group on their end.

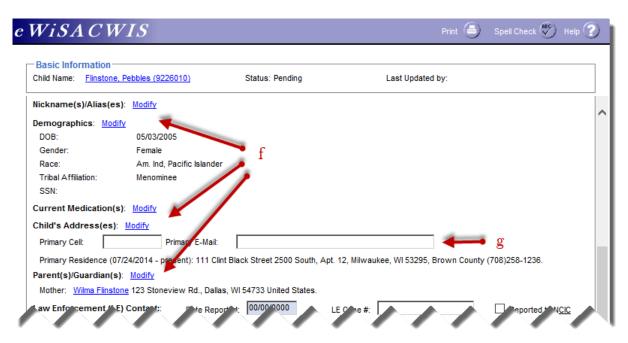
The type options are:



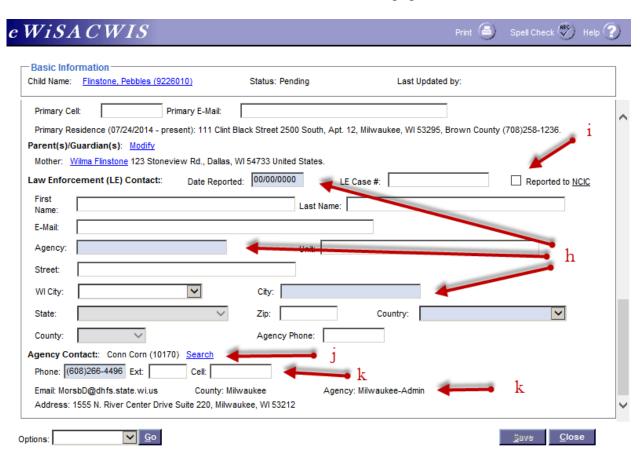
- b. Image will display a link to the most recent child/youth photo. Click the Imaging Search link to select a different image or to add one. This photo will be sent along with the Report of Missing to NCMEC.
- c. Information on Height, Weight, Eyes, Hair and Physical Appearance pre-fills from Person Management and is required. Clicking the Modify link (highlighted below) will open Person Management so that those items can be updated as needed.
- d. Vehicle Information and Companion(s)/Abductor(s) narrative fields are optional and allow additional details that may be helpful in finding the child to be sent to NCMEC.
- e. The Special Needs narrative field is used to document any special needs of the child and is required.



- f. Nickname(s)/Alias(es), Demographics, Medication(s), Child Address(es) and Parent(s)/Guardian(s) information all pre-fill from Person Management. Clicking the Modify link next to any of those items will open the Person Management page so that those items can be updated as needed.
- g. Child's Primary Cell and Primary E-mail are optional and can be entered directly.



- h. For the Law Enforcement (LE) Contact section, Date Reported, Agency, City and Country are required. The Agency field will begin searching a list of Wisconsin law enforcement agencies as soon as 3 characters are typed. Selecting an agency that is on the list will autofill the agency information.
- i. The Reported to NCIC checkbox is used to indicate that law enforcement has reported the missing child to the National Crime Information Center (NCIC).
- j. Agency Contact pre-fills with the information for the Primary Case Worker. Click the Search link to search out a different worker.
- k. The Phone field pre-fills with the selected worker's phone number and is required. The phone number can be updated on this page to allow for a general agency contact number to be used.
- 1. The Agency Contact E-mail, County and Agency information all pre-fill from the selected worker's record and are not editable on this page.



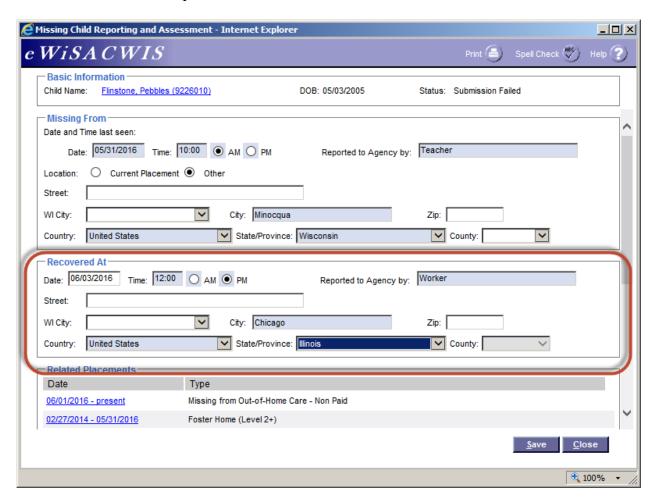
4. Lastly, under the Options dropdown select "Send to NCMEC" to submit the report. A pop up will display confirmation (with number) that NCMEC has received the report.



## Reporting a child as recovered to NCMEC

From the Missing Child Reporting and Assessment page:

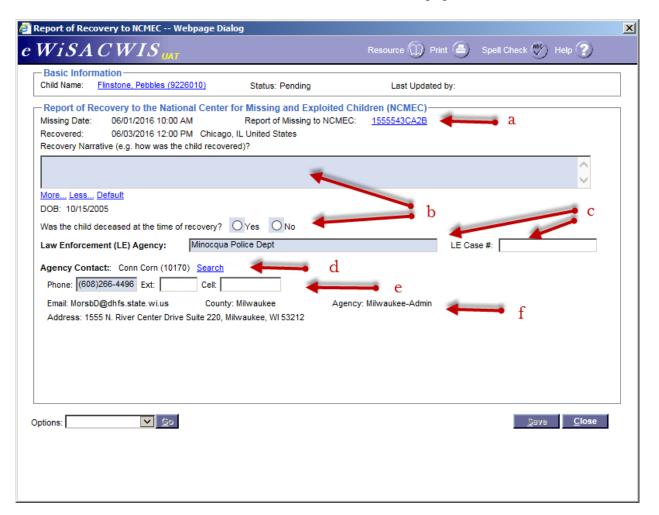
1. Complete the Recovered At group box. The date and time the child was recovered, who the report was made by, and the location (City, Country and State at a minimum) that the child was recovered from are required.



2. Under the Report of Recovery to NCMEC group box click the Insert button to create the report.



- 3. Complete the Report of Recovery page.
  - a. The confirmation number links back to the initial Report of Missing to NCMEC.
  - b. The Recovery Narrative and question "Was the child deceased at the time of recovery?" are required.
  - c. The Law Enforcement (LE) Agency and LE Case # pre-fill with information from the Report of Missing but can be updated.
  - d. Agency Contact pre-fills with the information for the Primary Case Worker. Click the Search link to search out a different worker.
  - e. The Phone field pre-fills with the selected worker's phone number and is required. The phone number can be updated on this page to allow for a general agency contact number to be used.
  - f. The Agency Contact E-mail, County and Agency information all pre-fill from the selected worker's record and are not editable on this page.



5. Lastly, under the Options dropdown select "Send to NCMEC" to submit the report. A pop up will display confirmation (with number) that NCMEC has received the report.

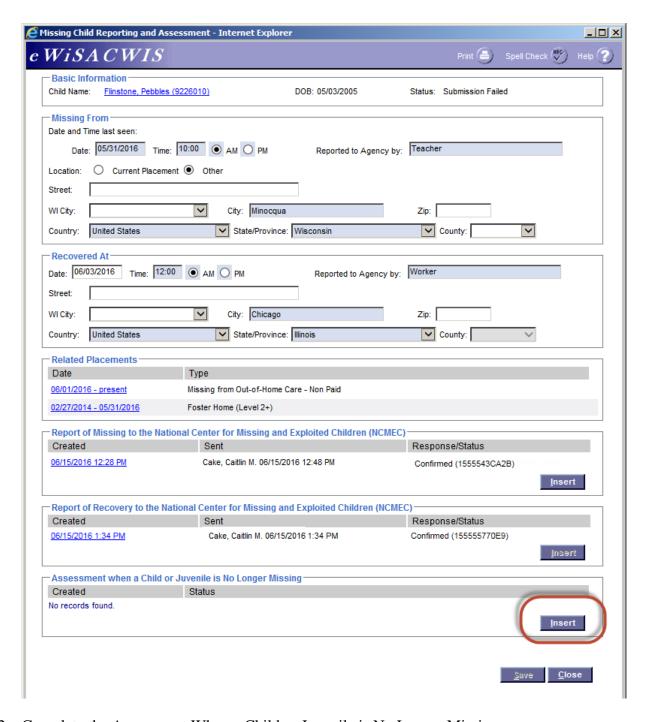


## Completing the Assessment when a Child or Juvenile is No Longer Missing

From the Missing Child Reporting and Assessment page:

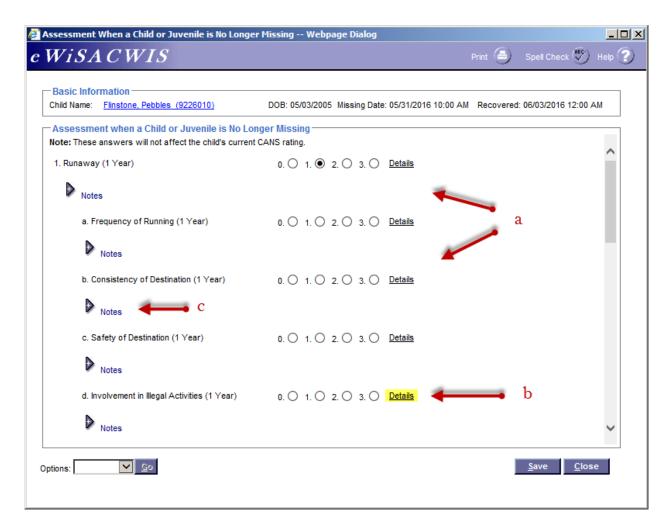
1. After the Missing From and Recovered At group boxes have been completed, the Assessment can be created by clicking the Insert button in the Assessment when a Child or Juvenile is No Longer Missing group box.

**Note:** The Assessment when a Child or Juvenile is No Longer Missing is required whenever a Missing from OHC placement is ended due to the child returning to care. The Primary Case Worker will receive a tickler that the assessment is due within 5 days from the ending of the missing placement. An assessment can be inserted in this section regardless of whether or not the child was reported as missing to NCMEC.



- 2. Complete the Assessment When a Child or Juvenile is No Longer Missing page.
  - a. Question 1, Runaway rating is required. The sub items (a-g) are required if a rating other than 0 is selected for Runaway. If required, select a rating for each.
  - b. Hover cursor over the Details flare to get more information on the rating criteria.
  - c. Expanding the Notes displays a narrative box where notes about the rating can be documented.

**Note:** Completing the ratings on this page does not update the ratings on the child's CANS.



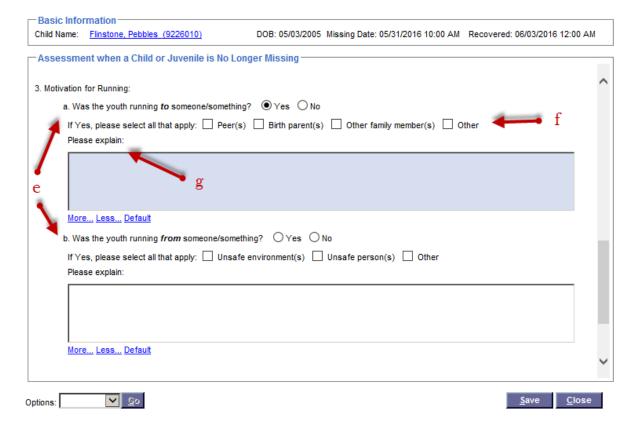
d. Question 2, Perpetrator/Exploiter Influence rating is required.



- e. Question 3, Motivation for Running. Both part a "Was the youth running to someone/something?" and part b "Was the youth running from someone/something?" are required.
- f. If "Yes" is selected for either part a or b, a selection of who/what they were running to or from is required. Check all that apply.
- g. If "Yes" is selected for either part a or b, the Please Explain narrative is also required.







- h. The last section is question 4, Victimization. Select all that apply.
- i. After all required fields have been completed and the page has been saved, select Approval from the Options menu to send for Supervisor approval.

